



## Disadvantaged Business Enterprise (DBE)

A MUST-ATTEND

# Workshop

Sponsored by the Michigan Department of Transportation

**Quickbooks- a hands on session**

**Monday, November 5, 2007 • 9am - 3:30pm**

**Eastern Michigan University**

**Livonia Campus,**

**38777 W. Six Mile Rd. Suite 400**

**Livonia, MI 48152**

**At this session you will leave understanding how to:**

- Create a chart of accounts
- Prepare your taxes
- Produce financial reports and open invoices
- Set up and understand cash and accrual accounts
- Set up job costing (especially for construction)
- Receivables & Payables
- Void and write checks
- Make payrolls and understand errors

*Trainer, Len Ptlak, CPA, is certified in Quickbooks Pro. Len was named the Accounting Advocate of the Year for State of Michigan in 2001. Len writes articles for numerous trade publications throughout the U.S. Please bring your specific questions about Quickbooks or your accounting processes.*



**Directions:** The EMU Livonia is located west of the I-275 and 6 Mile Rd. Interchange Exit 170. Traveling west on 6 Mile Rd., Eastern Michigan University is on the south side of 6 Mile at Quakertown Ln.

**For any correspondence with EMU please contact the Eastern Michigan University at 877-818-4368.**

## REGISTRATION FORM

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Please contact Ermena Constantine at 1-866-323-4009 ext. 210 or e-mail ConstantineE@michigan.gov. You can also fax your registration to (248)-967-0598 by Nov. 1, 2007, to confirm your attendance. Space is limited, if you cannot attend please send someone in your place.**



MDOT's Disadvantaged Business Enterprise (DBE) program works to ensure that firms owned and controlled by minorities, women, and other socially and economically disadvantaged persons have the opportunity to grow and become self-sufficient.